

State of Hawaii  
Department of Health  
Family Health Services Division  
Children with Special Health Needs Branch  
Early Intervention Section (EIS)

## **Request for Proposals**

**RFP No. HTH 560-FFS-09**  
**RFP Title: Professional Services for**  
**Infant and Toddler Development**

Date Issued: June 3, 2008

Proposal Submittal Deadline: June 30, 2008

Orientation Session: June 10, 2008; Time: 9:30-11:30 A.M.

Place of Orientation: Early Intervention Section Conference Room  
1350 South King Street, Suite 200, Honolulu  
808-594-0000

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an RFP Interest form may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

Date RFP issued: June 3, 2008

## **REQUEST FOR PROPOSALS**

**RFP Title: Professional Services for Infant and Toddler Development**

**RFP No. HTH 560-FFS-09**

### **NOTICE**

The Department of Health, Family Health Services Division, Children with Special Health Needs Branch, Early Intervention Section (EIS) is requesting proposals from qualified applicants to provide infant and toddler developmental services to children under the age of three (3) with special needs and their families. Refer to page 2-1 for a list of services.

#### **SUBMITTAL DEADLINE**

All proposals mailed by the United States Postal Service (USPS) shall be postmarked by June 30, 2008 to the mail-in address and received no later than ten days from the submittal deadline. Hand delivered proposals shall be received no later than June 30, 2008, 4:30 P.M. Hawaii Standard Time (HST) at the drop-off site. **An original and two (2) copies of each proposal are required to be submitted.**

Proposals postmarked or hand delivered after the designated deadline shall be considered late and rejected. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline.

#### **MAIL-INS:**

Department of Health  
Early Intervention Section  
1350 South King Street, Suite 200  
Honolulu, Hawaii 96814  
Attention: Owen Tamanaha

#### **HAND DELIVERIES (DROP-OFF SITES):**

Department of Health  
Early Intervention Section  
1350 South King Street, Suite 200  
Honolulu, Hawaii 96814

**Applicants are encouraged to attend the Orientation Meeting. (See Section 1)**

#### **INQUIRIES**

Inquiries regarding this RFP should be directed to the RFP contact person:

Owen Tamanaha

Early Intervention Section

1350 South King Street, Suite 200

Honolulu, HI 96814

Phone: (808) 594-0025

e-mail: [owen.tamanaha@doh.hawaii.gov](mailto:owen.tamanaha@doh.hawaii.gov)

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There are no attachments for this RFP.

# Section 1

## Administrative Overview

### I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	June 3, 2008
RFP orientation session	June 10, 2008
Due date for written questions	June 13, 2008
State purchasing agency's response to written questions	June 18, 2008
Proposal submittal deadline	June 30, 2008
Proposal evaluation period	July 2008
Final revised proposals (optional)	N/A
Provider selection	July 2008
Notice of statement of findings and decision	July 2008
Contract start date or Notice to Proceed	Oct 1, 2008 or Notice to Proceed

### II. Websites Referenced in this RFP

The State Procurement Office (SPO) website is [www.spo.hawaii.gov](http://www.spo.hawaii.gov)

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "RFPs"
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

## Non-SPO Websites

	<b>For</b>	<b>Go to</b>
8	Tax Clearance Forms (Department of Taxation Website)	<a href="http://www.hawaii.gov/tax/"><u>http://www.hawaii.gov/tax/</u></a> click “Forms”
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	<a href="http://www.capitol.hawaii.gov/"><u>http://www.capitol.hawaii.gov/</u></a> click “Bill Status and Documents” and “Browse the HRS Sections.”
10	Department of Commerce and Consumer Affairs, Business Registration	<a href="http://www.hawaii.gov/dcca"><u>http://www.hawaii.gov/dcca</u></a> click “Business Registration”
11	Campaign Spending Commission	<a href="http://www.hawaii.gov/campaign"><u>www.hawaii.gov/campaign</u></a>

**(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at [www.hawaii.gov](http://www.hawaii.gov))**

### III. The Procurement Process

**Authority.** This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal application by a prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

**RFP Organization.** This RFP is organized into 4 sections:

**Section 1, Administrative Overview** - The procurement process; requirements for awardees.

**Section 2, Service Specifications** - Services to be delivered, applicant responsibilities, requirements for the proposal application.

**Section 3, Proposal Application** - Instructions for completing the proposal application, proposal application documents for submission.

**Section 4, Proposal Evaluation** - The method by which proposal applications will be evaluated.

*There are no attachments.*

**RFP Orientation Session.** An orientation session to familiarize applicants with the procurement process and the requirements of the RFP shall be held. Applicants are encouraged to submit written questions prior to the orientation. Questions at the orientation are permitted, but oral questions should be submitted in writing by the date indicated in the Procurement Timetable to ensure an official written response.

*Date and time:* June 10, 2008 9:30-11:30 A.M.  
HST

*Location:* Early Intervention Section  
Conference Room,  
1350 South King St., Suite 200  
Honolulu, Hawaii 96814

**Submission of Questions.** Applicants may submit written questions to the RFP Contact Person identified in the Notice. The written response by the State purchasing agency will be available to all applicants and placed on the RFP website.

*Deadline for submission of questions:* June 13, 2008, 4:30 P.M. HST

**Discussions with Applicants.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements prior to the submittal deadline. Discussions may also be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

**Multiple or Alternate Proposals** - Multiple/alternate proposals are not applicable to this RFP.

**Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal. Note that price is not considered confidential and will not be withheld.

**Opening of Proposals.** Upon receipt by a state purchasing agency at the designated location(s), proposal applications shall be date-stamped, and when possible, time-stamped, held in a secure place and not examined for evaluation purposes until the submittal deadline.

**Public Inspection.** Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

**RFP Addenda.** The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

**Final Revised Proposals.** If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the best and final offer/proposal.

**Cancellation of Request for Proposals.** The request for proposals may be canceled when it is determined to be in the best interests of the State in accordance with section 3-143-613, HAR.

**Costs for Proposal Preparation.** Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

**Provider Participation in Planning.** Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a request for proposals, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203, HAR.

**Rejection of Proposals.** A proposal offering a set of terms and conditions contradictory to those included in this RFP may be rejected. A proposal may be rejected for any of the following reasons: 1) Failure to cooperate or deal in good faith (Section 3-141-201, HAR); 2) Inadequate accounting system (Section 3-141-202, HAR), 3) Late proposals (Section 3-143-603, HAR); 4) Inadequate response to request for proposals (Section 3-143-609, HAR); 5) Proposal not responsive (Section 3-143-610(a)(1), HAR), 6) Applicant not responsible (Section 3-143-610(a)(2), HAR).

**Notice of Award.** A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals. Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive. No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

**Protests.** Any applicant may file a protest against the awarding of a contract. The Notice of Protest form, SPO-H-801, all other forms and a detailed description of procedures are on the SPO website. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F, HRS;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F, HRS; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Chiyoume L. Fukino, M.D.	Name: Owen Tamanaha
Title: Director of Health	Title: Public Health Administrative Officer
Mailing Address: P.O. Box 3378 Honolulu, HI 96801-3378	Mailing Address: 1350 S. King Street, Suite 200 Honolulu, HI 96814
Business Address: 1250 Punchbowl Street Honolulu, HI 96813	Business Address: 1350 S. King Street, Suite 200 Honolulu, HI 96814

**Availability of Funds.** The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

#### **IV. Requirements for Awardees**

**Tax Clearance.** If awarded, a certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required upon notice of award.

**Wages and Labor Law Compliance.** Prior to contract execution for service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, “Wages, hours, and working conditions of employees of contractors performing services.”

**Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)

**Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

**Monitoring and Evaluation.** Criteria by which contracts will be monitored and evaluated are in Section 2.

**General and Special Conditions of Contract.** The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.



## Section 2

### Service Specifications

#### I. Overview, Purpose or Need and Goals of Service

The Early Intervention Section (EIS), Children with Special Health Needs, Family Health Services Division is soliciting applications for the purpose of providing family centered, community based evaluation, treatment, and consultation services for infants and toddlers, birth to age three (3), with special needs, and their families. Services include assistive technology, audiology, comprehensive developmental evaluation (CDE), intensive behavioral support (discrete trial training), interpretation services (foreign language and sign language), nutritional services, occupational therapy, physical therapy, psychological services, social work services, special instruction, speech language pathology services, transportation, and vision services.

#### II. Planning Activities

Services to be provided are based on criteria outlined in P.L. 108-446, known as the Individuals with Disabilities Education Act (IDEA), Part C, and the Hawaii Early Intervention State Plan. These documents may be referenced at [www.hawaii.gov/health/family-child-health/eis](http://www.hawaii.gov/health/family-child-health/eis).

#### III. Demographics and Funding

Target population to be served:	Infants and toddlers under age three (3) with special needs, and their families.
Geographic coverage of service:	Statewide. Applicants may apply for one or more islands, or a specific community (e.g. Waianae, Honolulu, East Hawaii, Ka'u District, etc.). Applicants should indicate area(s) under #5. of their proposal Registration Statement (SPO-H-100A).

Probable funding amounts, source, and period of availability: contingent upon the availability of State, Federal, and Special Funds each fiscal year.

Single or multiple contracts to be awarded ☐ Single ☒ Multiple ☐ Single & Multiple  
(Refer to §3-143-206, HAR)

Criteria for multiple award: multiple awards may be awarded within geographic areas and types of services.

**Term of Contract(s)**

Initial term:	<b>Two (2) years, from October 1, 2008 up to, and including, June 30, 2010.</b>
Length of each extension:	<b>One (1) year.</b>
Number of possible extensions	<b>Two (2) extensions possible.</b>
Maximum length of contract:	<b>Four (4) years.</b>

Conditions for Extension: requests must be in writing and must be executed prior to the contract's expiration date.

**IV. Service Activities**

A. Minimum and/or mandatory tasks and responsibilities are as follows:

1. Provide family-centered, community based, and discipline-specific evaluation, therapy, and consultation services based on the individual needs of each child with special needs under age three (3) who have been authorized by the STATE's Early Intervention Section to receive services.
2. Provide discipline-specific consultation or information to the STATE's program staff and its contracted service providers as requested by the STATE.
3. Participate in Individual Family Support Plan (IFSP) meetings and other meetings concerning the child's progress as requested by the child's family, STATE program staff or its contracted service providers.
4. Provide consultation, training and assistance to family members to increase the family's ability to support their child's development.
5. Submit a written evaluation report to the STATE's or contracted care coordinator, and the family, as requested by the STATE, within two (2) weeks following the evaluation. Reports shall include a summary of the child's development and developmental needs.
6. Submit written quarterly child progress reports relative to the Individual Family Support Plan (IFSP) outcomes and objectives and the need for further service provision. The quarterly reports shall be submitted to the child's care coordinator two (2) weeks prior to the end of each authorized calendar quarter, shall follow the format prescribed by the STATE, and include dates of service provision.

B. Services, service delivery methods, settings, and availability:

The Applicant shall indicate the services, service delivery methods, settings, and availability in Section 3, Proposal Application.

- C. Services are needed statewide. Applicant should designate which area or areas of the state for which they wish to provide services. Designated areas should be checked off under #5 of the Registration Statement, SPO-H-100A.

## **V. Qualifications**

### **1. Experience**

The Applicant must:

- Demonstrate that they possess the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed service(s) to young children with special needs and their families as indicated in Section 3, Proposal Application.
- Demonstrate capability to collaborate and coordinate services with other agencies and resources in the community identified in the child and family's IFSP.
- Provide evidence of knowledge and understanding of IDEA, Part C requirements in the delivery of proposed service. If Applicant has not completed the Part C Orientation Training, Applicant will agree to complete required training prior to the initiation of services. Exceptions must be approved by the EIS Section Supervisor.

#### ***Requirements for the Proposal Application***

The Applicant shall provide a narrative description of experience/projects/contracts pertinent to the services required. The Applicant shall include points of contact, addresses, e-mail and phone numbers. The State reserves the right to contact references to verify experience in the following areas:

1. Providing direct services to infants and toddlers under age three (3) with special needs;
2. Conducting family-centered interviews that identify the child's strengths and needs and any other related family concerns;
3. Completion of timely evaluation reports and quarterly progress reports;
4. Participation in IFSP meetings.

***Evaluation Criteria for Experience. Total possible points for Experience is 40 points.***

The Applicant has:

- Demonstrated that they possess the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed service(s) to young children with special needs and their families as indicated in Section 3, Proposal Application. (Attach copies of all resumes.)
- Demonstrated capability to collaborate and coordinate services with other agencies and resources in the community identified in the child and family's IFSP.
- Provided evidence of knowledge and understanding of IDEA, Part C requirements in the delivery of proposed service. If Applicant has not completed the Part C Orientation Training, Applicant will agree to complete required training prior to the initiation of services. Exceptions must be approved by the EIS Section Supervisor.
- Is available at various settings, days, and times.

## 2. Organization

### ***Requirements for the Proposal Application***

The Applicant's proposal shall include the following documentation:

- Current Certificate of Good Standing from the Department of Commerce and Consumer Affairs, Business Registration;
- Current Tax Clearance Application from the Department of Taxation.
- Current Certificate of Liability Insurance. The Applicant shall obtain from a company authorized by law to issue insurance in the State of Hawaii a minimum of \$1 million per occurrence and \$2 million in the aggregate of general liability insurance and \$1 million per accident in automobile insurance. On a case by case basis, the state purchasing agency may require the per occurrence and aggregate amounts to be higher, depending on criteria set in the request for proposal or negotiation between the state purchasing agency and the Applicant. The state purchasing agency may also allow for professional liability insurance or other types of insurance coverage, such as an umbrella policy which totals \$1 million per occurrence and \$2 million in the aggregate would be acceptable.

***Evaluation Criteria for Organization. Total possible points for Organization is 10 points.***

- Current Certificate of Good Standing from the Department of Commerce and Consumer Affairs, Business Registration;
- Current Tax Clearance Application from the Department of Taxation.
- Current Certificate of Liability Insurance. The Applicant shall obtain from a company authorized by law to issue insurance in the State of Hawaii a minimum of \$1 million per occurrence and \$2 million in the aggregate of general liability insurance and \$1 million per accident in automobile

insurance. On a case by case basis, the state purchasing agency may require the per occurrence and aggregate amounts to be higher, depending on criteria set in the request for proposal or negotiation between the state purchasing agency and the Applicant. The state purchasing agency may also allow for professional liability insurance or other types of insurance coverage, such as an umbrella policy which totals \$1 million per occurrence and \$2 million in the aggregate would be acceptable.

### **3. Personnel**

#### ***Requirements for the Proposal Application***

The Applicant shall attach to their proposal, for all individuals who may be providing services, a copy of their professional licenses to practice in Hawaii, profession-specific certifications, as applicable, and resumes.

***Evaluation Criteria for Personnel. Total possible points for Personnel is 10 points.***

- The Applicant has attached to their proposal, for all individuals who may be providing services, a copy of their professional licenses to practice in Hawaii, profession-specific certifications, as applicable, and resumes.

### **4. Facilities**

#### ***Requirements for the Proposal Application***

Not applicable.

## **VI. Pricing Structure**

#### ***Requirements for the Proposal Application***

Applicant's proposal shall include hourly service rate, travel time rate, and mileage rate. *Note:* The mileage rate to be used can be no more than \$0.44/mile. Hourly service rate and travel time rate shall be subject to negotiation.

Note: The STATE shall not pay "No Show" fees.

***Evaluation Criteria for Pricing. Total possible points for Pricing is 40 points.***

- Hourly service rate and travel time rate are reasonable and appropriate.

## **VII. Other**

### **Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

*Statements regarding litigation will not carry any point value but are required.*

## **VIII. Reporting Requirements for Program and Fiscal Data**

The Applicant is required to utilize appropriate reports and records pertaining to the provision of service in accordance with standards developed by the Early Intervention Section. Reports and records shall be maintained by the service provider and made available for monitoring and review by the Early Intervention Section staff upon request. Records on each child are confidential and shall be maintained pursuant to the STATE's current Hawaii Early Intervention State Plan.

Reporting requirements for Awardees shall include:

- Written evaluation report within two (2) weeks following the evaluation to the child's family and the STATE's or contracted provider's care coordinator.
- Written quarterly reports two (2) weeks prior to the end of each quarter to the child's family and the STATE's or contracted service provider's care coordinator.
- Invoices for payment shall be submitted monthly in the format designated by the STATE.
- Individual service logs, in the format designated by the STATE, shall be kept for each child served, and shall be made available to the STATE upon request, for fiscal monitoring purposes.

## **IX. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- 1). Quality of Services
- 2). Submission of Timely Reports
- 3). Knowledge of IDEA Part C
- 4). Administrative Requirements

## Section 3

# Proposal Application

### I. Instructions for Completing the Proposal Application

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this Section and Section 2.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria when completing the proposal.*

### II. Submission of Proposal Application Documents

The proposal application documents are as follows and shall be submitted in the following order:

- *Proposal Application Identification Form (SPO-H-200)* - Identifies the proposal application.
- *Table of Contents* - Include a listing of all documents included in the application.
- *Proposal Application Short-Form 1 (SPO-H 250)*
  - Qualifications
  - Pricing
  - Other – Litigation

The required format for the Proposal Application Short Form 1 (SPO-H 250) follows. Note that the form is available on the SPO website (see Section 1, paragraph II, Website Reference). The form on the website will not include items specific to each RFP. If using the website form, the applicant must incorporate all items listed on the next page.

## **Proposal Application Short Form 1**

### **I. Qualifications**

#### **Experience**

#### **Organization**

No narrative required.

#### **Personnel**

#### **Facilities**

No narrative required.

### **II. Service Delivery**

Applicant should indicate service activities for which he/she is applying based upon area of interest, education and experience. Services to be provided are:

- ☐ Assistive technology
- ☐ Audiology
- ☐ Comprehensive Developmental Evaluation
- ☐ Intensive behavioral support (e.g., discrete trial training)
- ☐ Interpretation Services - Foreign language
- ☐ Interpretation services - Sign language
- ☐ Nutritional services
- ☐ Occupational therapy
- ☐ Physical therapy
- ☐ Psychological services
- ☐ Social work services



- ☐ Special instruction
- ☐ Speech language pathology
- ☐ Vision services
- ☐ Transportation

Applicants shall check off applicable method(s) of service delivery as follows:

- ☐ Individual
- ☐ Group
- ☐ Other (please list) \_\_\_\_\_

Services are needed statewide. (Geographical areas are listed on the Title Page: SPO-H-200.) Check off the setting(s) in which Applicant is willing to provide services:

- ☐ Home
- ☐ Community preschool
- ☐ Community daycare (e.g., babysitter's home)
- ☐ Other community locations (park, Head Start Program, etc.)
- ☐ Program for children with developmental delays
- ☐ Applicant's office
- ☐ Other (please list) \_\_\_\_\_

Applicant shall indicate availability by placing a check mark in the appropriate timeslots:

	Daytime (8:00 a.m. to 4:30 p.m.)	Evenings (4:30 p.m. to 7:30 p.m.)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

### III. Pricing

Hourly service rate and travel time rate are reasonable and appropriate.

RFP No: \_\_\_\_\_  
Title: \_\_\_\_\_

## **II. Other**

Litigation

## **Section 4**

### **Proposal Evaluation**

#### **Evaluation Process**

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing. Each applicant shall receive a notice of award/non-award, which shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### **Evaluation Criteria**

On the next page is a sample of the evaluation sheet that will be used to evaluate proposal applications. Applicants will receive a report similar to the attached upon completion of the evaluation process.

Evaluation of  
RFP HTH 560-FFS-09  
Professional Services for the Early Intervention Section  
Issued June 3, 2008

Applicant:  
Proposal Application ID:

<i>Criterion</i>	<i>Total Possible Score</i>	<i>Score</i>
<b>Qualifications</b>		
<b><i>Experience</i></b>	<b>40</b>	
<ul style="list-style-type: none"> <li>• Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services to young children with special needs and their families.</li> <li>• Demonstrated capability to collaborate and coordinate services with other agencies and resources in the community identified in the child and family's IFSP.</li> <li>• Evidence of knowledge and understanding of IDEA, Part C requirements in the delivery of proposed service (e.g. completion of Part C Orientation Training or agreement to complete required training prior to initiation of services).</li> <li>• Availability at various settings, days, and times.</li> </ul>		
<b>Comments:</b>		
<b><i>Organization</i></b>	<b>10</b>	
<ul style="list-style-type: none"> <li>• Current Certificate of Good Standing from the Department of Commerce and Consumer Affairs, Business Registration is attached to the Applicant's proposal.</li> <li>• Current Tax Clearance Application from the Department of Taxation is attached to the Applicant's proposal.</li> <li>• Current Certificate of Liability Insurance. The Applicant has obtained from a company authorized by law to issue insurance in the State of Hawaii general or professional liability insurance in the amount of at least one million dollars (\$1,000,000.00) coverage per occurrence, two million dollars (\$2,000,000.00) in the aggregate, for bodily injury and property damage resulting from the Applicant's performance under this contract. The Applicant has also obtained auto insurance coverage in the amount of one million dollars (\$1,000,000.00) per accident. This Certificate is attached to the Applicant's proposal.</li> </ul>		

<b>Comments:</b>		
<b><i>Personnel</i></b>	<b>10</b>	
<ul style="list-style-type: none"> <li>The Applicant has attached to their proposal, for all individuals who may provide services, a copy of their professional licenses to practice in Hawaii and profession-specific certifications, as applicable.</li> </ul>		
<b>Comments:</b>		
<b><i>Facilities</i></b>		
Not applicable.	N/A	
<b>Comments:</b>		
<b>Pricing</b>	<b>40</b>	
<ul style="list-style-type: none"> <li>Applicant's proposal includes hourly service rate, travel time rate, and mileage rate that are reasonable and appropriate.</li> </ul>		
<b>Comments:</b>		
<b>TOTAL:</b>		<b>100</b>

## **Section 5**

### **Attachments**

None